Process

LaRC Guidance for Inter-Center Funds Transfer (ICFT). This document addresses **direct** funding for PY 2007 and forward only; this guidance does not apply to reimbursable funding.

Purpose/Background

This document details the LaRC process for preparation of an inter-center funds transfer. Process will be compliant with Agency policy/process dated 09-20-2006.

Process Owners

Kerry Christian, Deputy Chief Financial Officer – Finance
Catherine Prohaska, Deputy Chief Financial Officer – Resources

Requirements

The intent of this guidance does not prohibit Centers from following the guideline change process. Use of ICFTs is discretionary and is expected to be infrequent to deal with funding unplanned work requirements or known requirements that project managers are no longer able to complete with resources available at their own Centers.

Process/Steps for Inter-Center Funds Transfer

The following outlines the process for an inter-center funds transfer from LaRC to other centers:

1. An unplanned work requirement is identified by the LaRC technical point of contact (POC). The LaRC technical POC determines that the work cannot be completed at LaRC, but has identified another Center (hereafter referred to as the Receiving Center) that can complete the work. The LaRC technical POC notifies the Project Manager or fund owner (if project funds are not being used).
2. The LaRC technical POC negotiates work requirement with the Receiving Center's technical POC.
3. The Receiving Center calculates the funding and FTE needed to complete the unplanned work requirement.
4. The LaRC and Receiving Center's technical POC's negotiate an agreement, including specifics of the work, cost, schedules, contacts, etc.
5. The funds must be transferred within the same Project (e.g., 561581) and Fund (e.g., ESAX22007D), which means that the specific Project must already exist at the Receiving Center. If the Project does not exist at the Receiving Center, the Receiving Center must request the Project be established at their center following the Metadata Manager (MdM) process. Also, the amount of funding that is available to transfer will be limited to the total budget authority available at LaRC under a given Project and Fund.
6. LaRC and Receiving Center Project Manager or fund owner (if project funds are not being used) determine whether a new WBS code is required to track the costs related to the ICFT.
7. The LaRC technical POC prepares an inter-center funds transfer request and sends to the LaRC funding organization's resource analyst.

8. The funding organization's resource analyst validates the funding data on the ICFT request and sends it to the OCFO Financial Management Office (FMO), with a cc: to the appropriate Receiving Center OCFO Resources Management (RM) analyst.
9. The LaRC funding organization's resource analyst processes the appropriate Program Authority moves in the Funds Control System (FCS). If funds are not currently in All Objects, the Resource Analyst processes a Funds Transfer Request in FCS to move appropriate funds to All Objects. The resource analyst processes a Center-to-Center transfer in FCS.
    a. If the LaRC OCFO FMO receives an ICFT request and the Center-to-Center transfer has not been initiated and approved in the FCS, an e-mail should be sent to the LaRC's funding organization's Resource Analyst with reference to the procedure in paragraph 9.
10. The LaRC OCFO FMO then moves budget authority to the Receiving Center. At the time of transfer the following information is noted for record keeping: a brief description of what the funds are being transferred for, any significant dates, the name of the technical POC at the Receiving Center, the names of the resource POC at the Receiving Center, the name of the technical POC at LaRC, and the names of the resource POC at the Receiving Center.
11. On behalf of the LaRC Project Manager or fund owner (if project funds not being used), the LaRC OCFO (FMO) makes a formal request to the Receiving Center OCFO to allow the transfer of funding to occur by faxing the ICFT request. .The LaRC OCFO FMO is responsible for maintaining a copy of each ICFT request document in accordance with Agency documentation retention guidelines.
12. The LaRC OCFO (FMO) reconciles the Financial Management (FM) and Financial Accounting (FI) modules in SAP after the ICFT is recorded. The Receiving Center OCFO checks SAP to verify that the funding was received.
13. The LaRC funding organization's Resource Analyst notifies the appropriate LaRC OCFO Institution Branch Analyst if the direct project funding being transferred will increase/decrease funding within a service pool. If the direct project funding being transferred will increase/decrease funding within a service pool or if funds being transferred are with CMO, the appropriate LaRC OCFO Institution Branch Analyst initiates an Institution Budget Change Request form to document the increase/decrease of funds from the appropriate WBS guideline within CMO/pool.
14. The Receiving Center OCFO moves resource authority to the appropriate Commitment Items.
15. The Receiving Center Project Manager or fund owner (if project funds not being used) can then use the transferred budget authority.
16. Receiving Center Project Manager or fund owner provides reports on work progress to the LaRC technical POC. LaRC Project Manager or fund owner provides reports on work progress to the appropriate Program Office.
17. LaRC continues to account for the transferred funds in Phasing Plans until the HQ Mission Directorate/Institutional Directorate updates the Agency Execution Plan (AEP) to reflect the ICFT. Only after the AEP update can the Receiving Center account for the transferred funds in Phasing Plan updates

18. HQ Mission Directorates/Institutional Directorates regularly check SAP reports to identify ICFTs, update the AEP to reflect those transfers, if necessary, and notify LaRC OCFO (RM) and Receiving Center OCFO that the AEP has been updated.
19. The Receiving Center OCFO initiates a return of unused funding to the LaRC Center OCFO (FMO) when the work is completed. The LaRC OCFO FMO shall also monitor activity against the transferred funding, paying close attention to when the work is scheduled to be completed. Timely return to LaRC of unused funding will facilitate complete utilization of all funding.

Inter-Center Funds Transfer Form

Use attached Inter-Center Funds Transfer Request.

Inter-Center Funds Transfer Request

Date:_____ **Receiving Center:**_____ **SAP Doc #:** _____
FMO Use Only

Project/Funded Program: _____ **Fund:** _____ **Amount:** _____

Langley

Technical POC: _____
Program Analyst POC: _____
OCFO (RM) POC: _____

WBS: _____

Receiving Center

Technical POC: _____
Program Analyst POC: _____
OCFO (RM) POC: _____

WBS:_____

Description of Work (include negotiations, specifics, cost, schedules, and any other POC's):

_____
_____
_____
_____
_____
_____
_____
_____
_____
_____

Financial Management Office (FMO) POC:

- Robert Horne (45125)
- Beth Quinto (43743)

Resource Management (RM) POC:

- Aeronautics – Amy Radford (46081)
- Exploration – Michelle Cohoon-Lawson (42821)
- Space Operations – Acting Gail Blow (46087)
- Science – Lissa Jordin (41147)
- CASP –
    - Education – Garnise Dennis (42335)
    - IPP & IEMP – Cecelia Smith (44281)
- CMO – Marilyn Aldrich (48244)
- Corp G&A – Deneace Hines (46063)